

Contract Support Specialist 1

The Comptroller of the Treasury is currently hiring for a Full-Time, Executive Service, Contract Support Specialist 1, which starts at \$2,797 per month. This position is with the Comptroller Procurement Compliance (CPC) group in the Office of Management Services (OMS) and is responsible for coordinating and administering contract and procurement related operations. This position uses technical capabilities and skills to meet the needs of the CPC staff in support of the mission of the Office of the Comptroller. It provides support relative to the administrative needs of the functions required to perform high level reviews of procurement and contract documents. It also serves as an effective liaison between CPC and other state agencies, as well as external vendors and constituents in providing services. This position also performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the competency, knowledge, skill, and/or ability required with or without reasonable accommodation.

Education and Experience

Graduation from an accredited college or university with an associate's degree. Other combinations of education and experience, if evaluated as equivalent, may qualify an applicant for consideration.

MAJOR RESPONSIBILITIES:

- Performs daily administrative activities as assigned by the CPC.
- Assists in identifying needs and recommending improvements to processes to assist in the timely completion of reviews of procurements and contracts.
- Assists in creating, refining, and enforcing a structured process for the timely receipt, review, and disposition of procurement and contract documents.
- Continually monitors individual progress to ensure deadlines are met.
- Utilizes good organizational skills to manage documents and files for all activities.
- Represents the office in a professional manner and communicates effectively with other state agencies, vendors and others.
- Helps coordinate and actively participates in the procurement and contract review processes.
- Apprises the CPC of project status, issues and concerns.
- Actively pursues issue resolution, and communicates status of procurement and contract reviews to management.
- Acts as the key administrative liaison for the contract review functions.
- Interfaces occasionally with business unit managers to define project direction and system change priorities.
- Seizes process improvement opportunities to streamline workflows and improve accuracy.
- Maintains and continually improves individual contribution to a service-oriented culture that supports customers and leadership.
- Communicates clearly and frequently with leadership, team members and customers.
- Utilizes a high degree of tact and diplomacy in all interactions.
- Continually assesses and communicates risk. Takes action as assigned to document, control and mitigate identified risks.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

A successful employee in this position has the functional and technical skills to effectively manage and coordinate the daily workflows between CPC and outside agencies. This role calls for the competencies to effectively manage time, learn

new technology, learn quickly to solve problems, focus on customer needs, use creativity, remain action- and results-oriented, listen, and remain comfortable around upper management.

Necessary skills include advanced capabilities in the use of Microsoft Word and Microsoft Excel. The employee must be comfortable using Microsoft PowerPoint, updating Microsoft SharePoint pages, and using Microsoft Outlook. The employee is responsible for maintaining worklists for all CPC staff and coordinating updates to the worklists with outside agencies. The employee also is regularly called upon to assist other areas of the Office of Management Services in special projects and backup of other secretarial and administrative personnel. Sound judgment, strong time management skills, flexibility and adaptability to changing conditions and workloads is essential. The employee must have strong oral and writing skills. The employee must be detail-oriented and capable of visualizing impacts on CPC operations while maintaining composure and a sense of humor.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by incumbents within this role. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties or responsibilities associated with the position. Employees may be assigned job related tasks other than those specifically presented in this description.

Please submit resume with unofficial college transcript(s) and contact information for three (3) references to HR.Comptroller@cot.tn.gov through end of business on Friday, March 11, 2016.

The Comptroller of the Treasury is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other legally protected class. As required by law, we must record certain information. Applicants are invited to participate in the Affirmative Action Program by reporting their status as minority, disabled veteran or other veteran status, or other disabled. In extending this invitation you are advised that: 1) you are under no obligation to respond, but may do so in the future if you choose; 2) responses will remain confidential within the Human Resources Department; and 3) responses will be used only for the necessary reporting.

To comply with legal record keeping requirements regarding Affirmative Action, we ask that you complete the information requested in the link below. Please be advised that your completion of this form is NOT part of your official application for employment. It is considered confidential information that will not be used in any hiring decision. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment. If you choose to participate by completing this form, we thank you for your cooperation.

To complete this form, please go to: <http://www.comptroller.tn.gov/oms/careeropp.asp> and click Voluntary Affirmative Action Form.